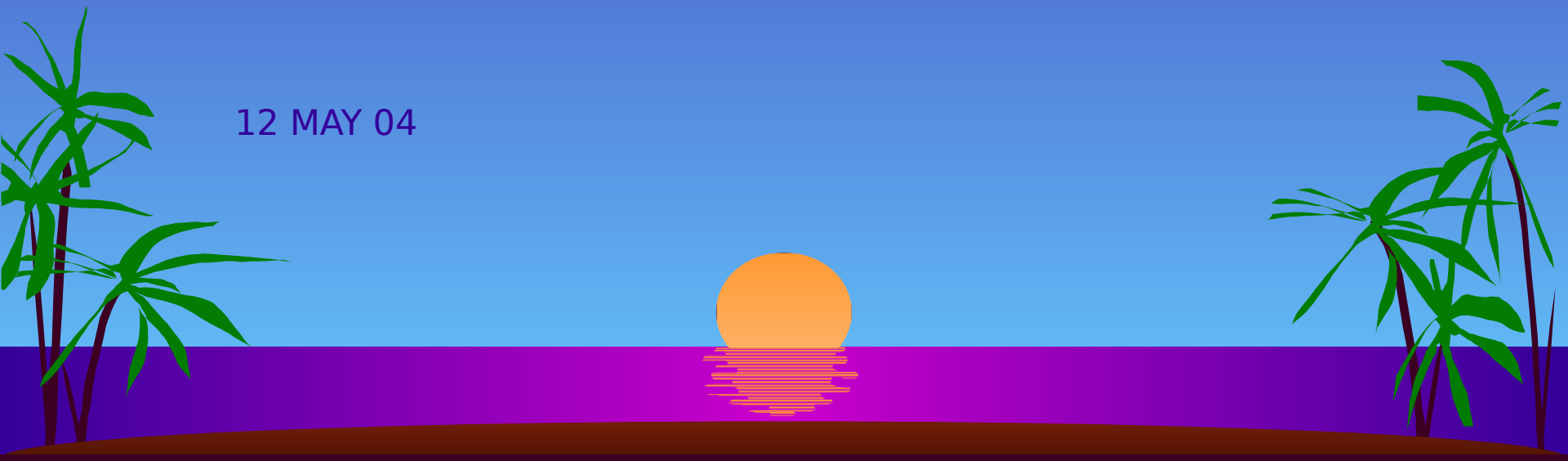
DENTAL CLINIC BRIEFING

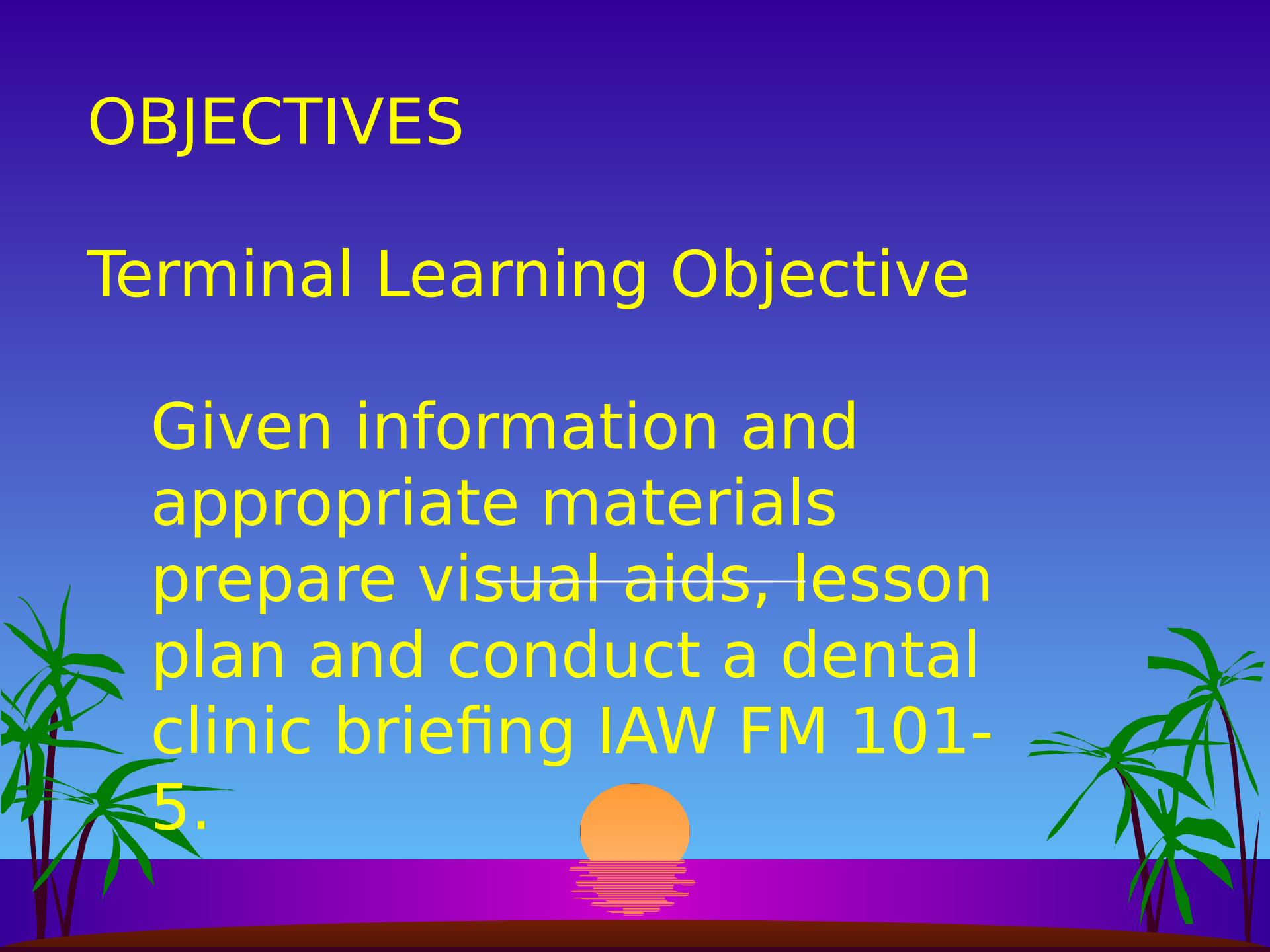
12 MAY 04



OBJECTIVES

Terminal Learning Objective

Given information and appropriate materials prepare visual aids, lesson plan and conduct a dental clinic briefing IAW FM 101-5.



Enabling Learning Objectives

A. Given information discuss what to consider when analyzing the situation for a dental clinic briefing as stated in FM 101-5.

B. Given information on how to

design an information brief

discuss requirements for constructing the dental clinic

briefing IAW FM 101-5.

C. Given information on how to

design an information brief

discuss the requirements for delivering the dental clinic

briefing IAW FM 101-5.

D. Given the appropriate information
and materials prepare and present
a dental clinic briefing.

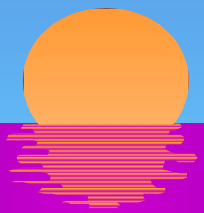
1. Analyze the situation.

   a. Who are you briefing? Why?

      (1) How much knowledge a
      experience of the subjec
      area does the audience
      have?

(2) What is the target audi
responsibilities?

(3) What is the target audience
interests?



2. Constructing the dental clinic briefing.

a. Collect the material/information.

b. Know the subject thoroughly.

c. Arrange the key points in logical order.

d. Select the visual aids.

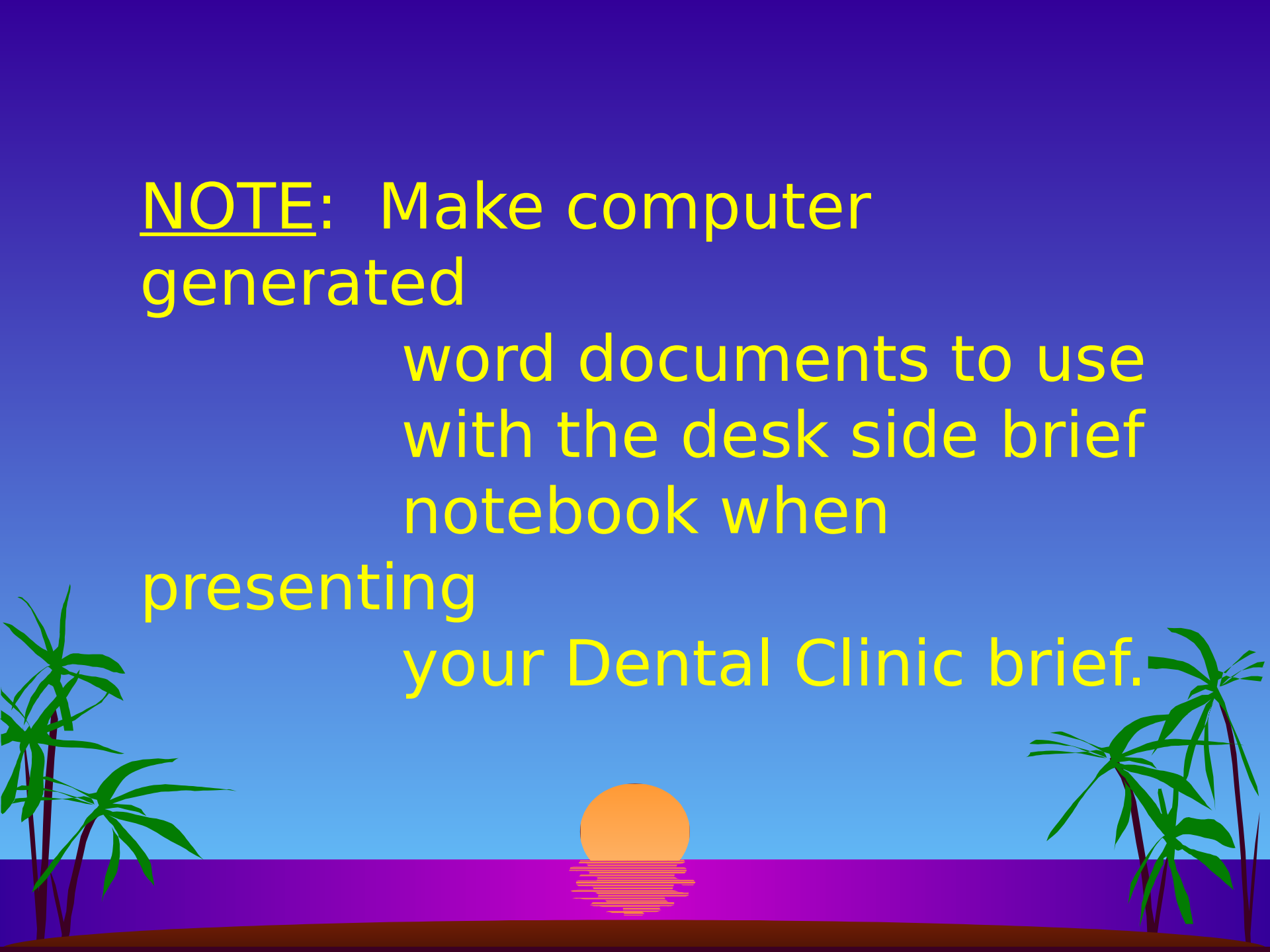
(1) Desk-side brief (This is the visual aid that you will use for your brief.) Make computer generated word documents to use with the desk side brief notebook when

(2) Butcher-block paper and easel.

(3) Overhead view graph.

(4) Power Point.

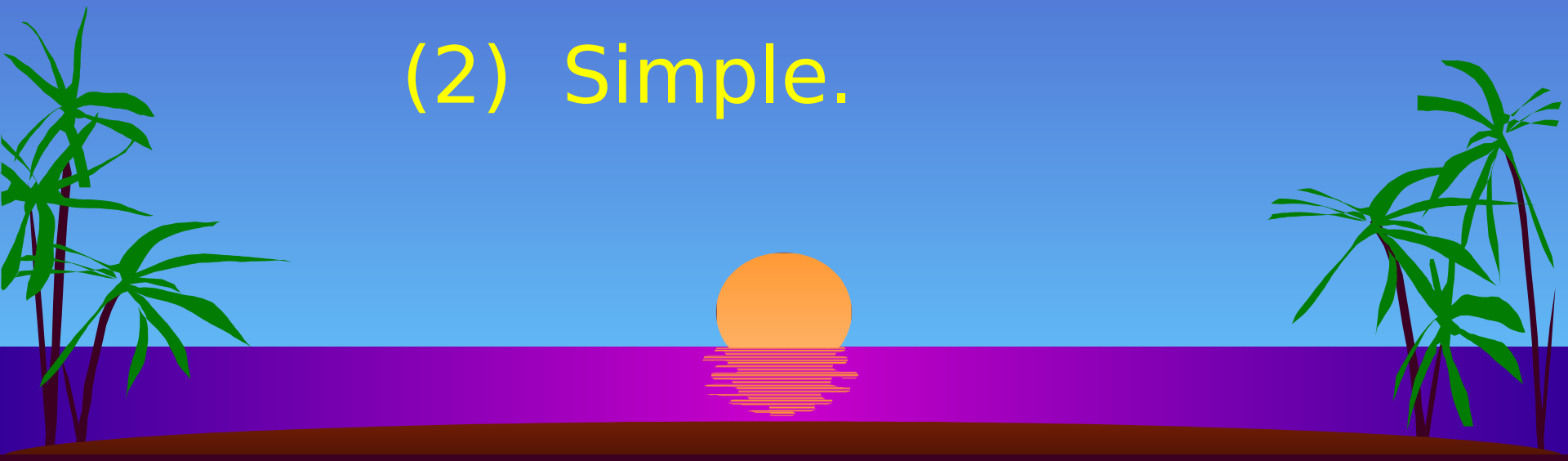
NOTE: Make computer generated word documents to use with the desk side brief notebook when presenting your Dental Clinic brief.



e. Establish the wording.

(1) Readable.

(2) Simple.



f. Practice the briefing.

(1) With supporting visual aids.

(2) Where the briefing will be giv

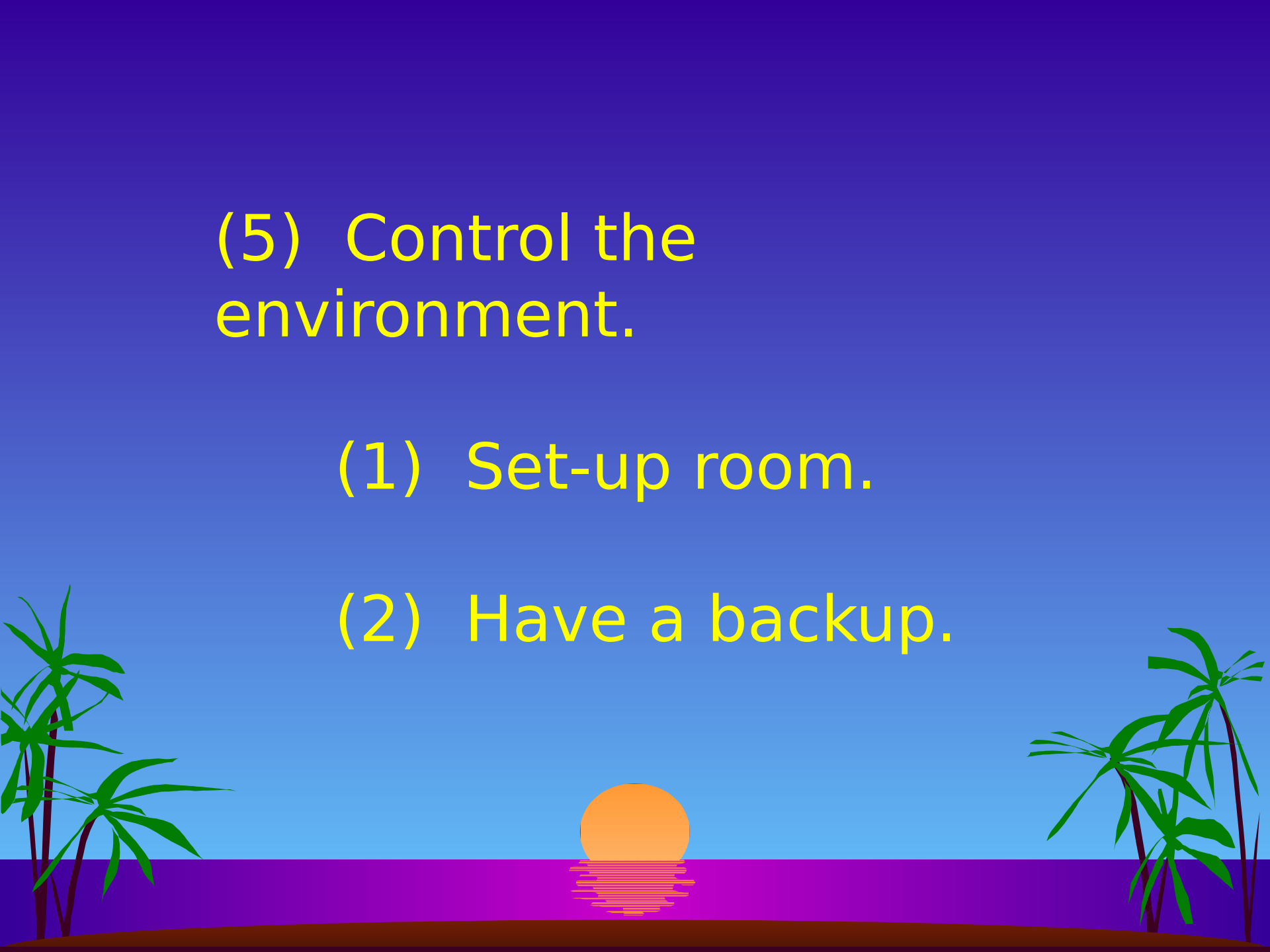
(3) Before a knowledgeable perso

(4) 8 to 12 minutes in duration.

(5) Control the environment.

(1) Set-up room.

(2) Have a backup.



3. Delivering the dental clinic briefing.

a. Opening.

(1) Greet the attendees

(2) Introduce yourself.

(3) State your purpose

b. Mission statement - Almost every Army briefing will begin with the mission statement.

c. Content.

(1) Amount of available time.

(3) Talk about good things.

(a) Facility.

(b) Staff.

(c) Units supported.

(d) Equipment.

(e) OHFP status.

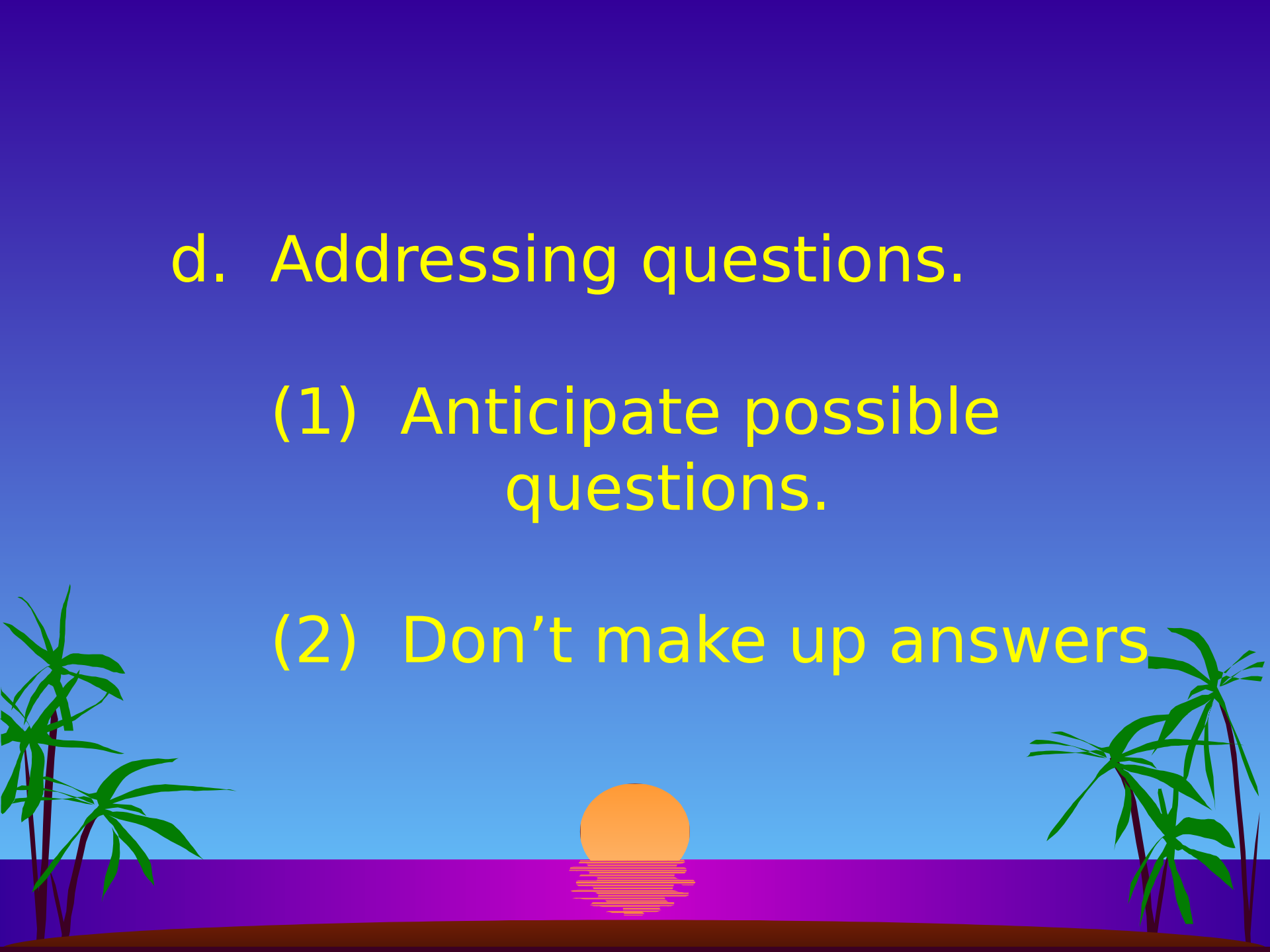
(f) Community programs.

(g) Special projects.

d. Addressing questions.

(1) Anticipate possible questions.

(2) Don’t make up answers.



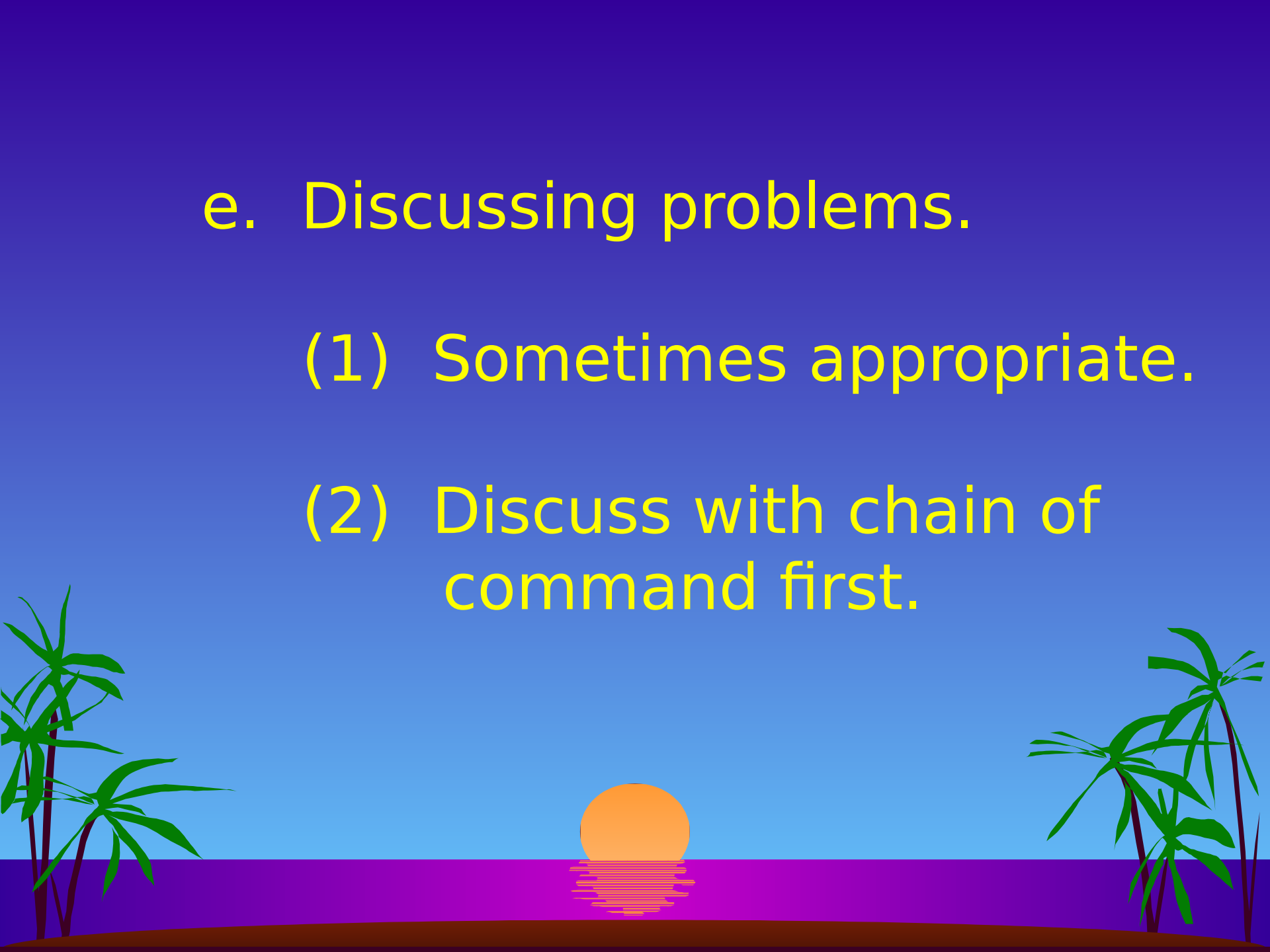
(3) If you don’t know the answer, get the information after the briefing.

(4) Don’t allow questions to distract you from your planne briefing.

e. Discussing problems.

(1) Sometimes appropriate.

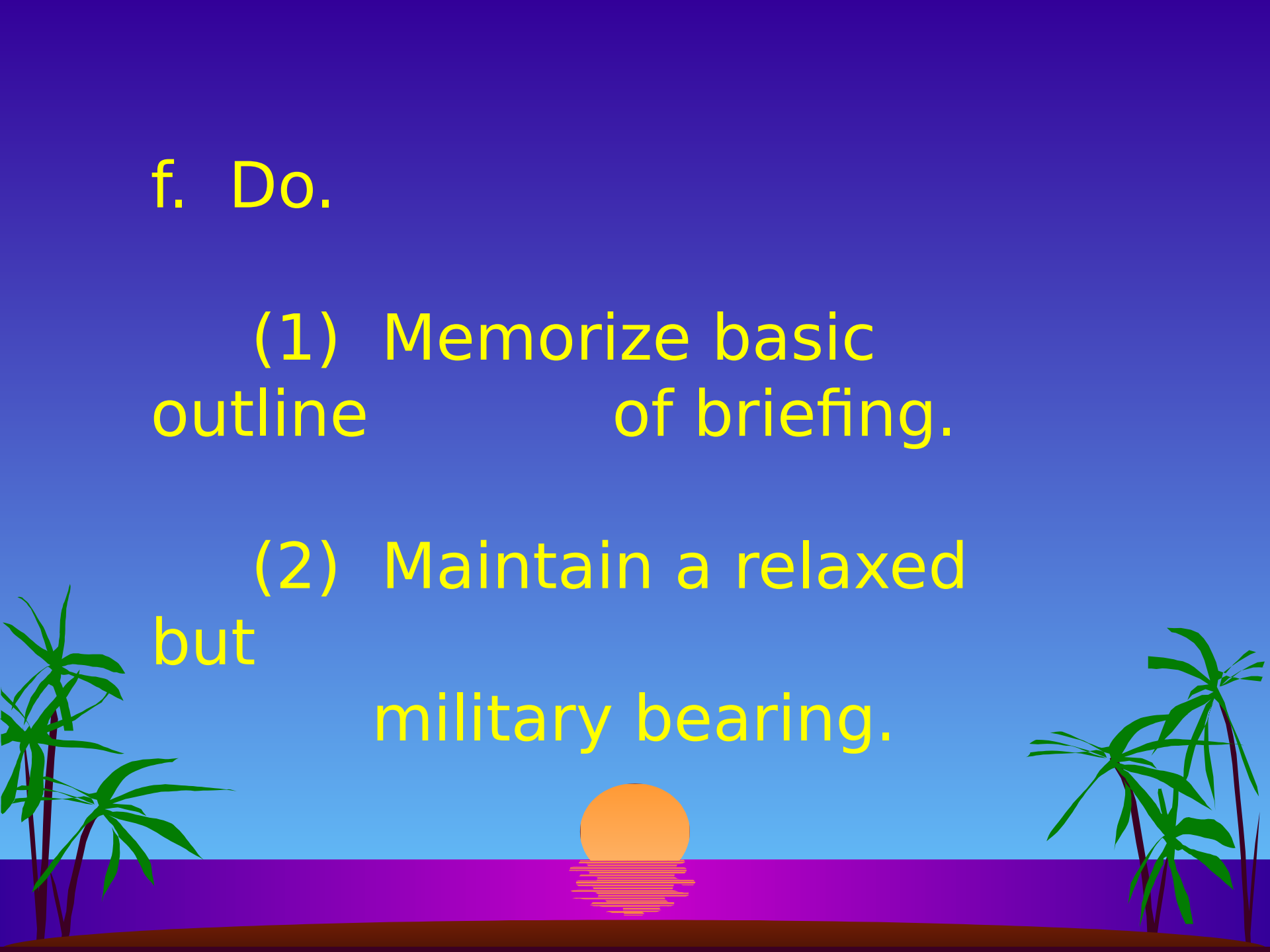
(2) Discuss with chain of command first.



f. Do.

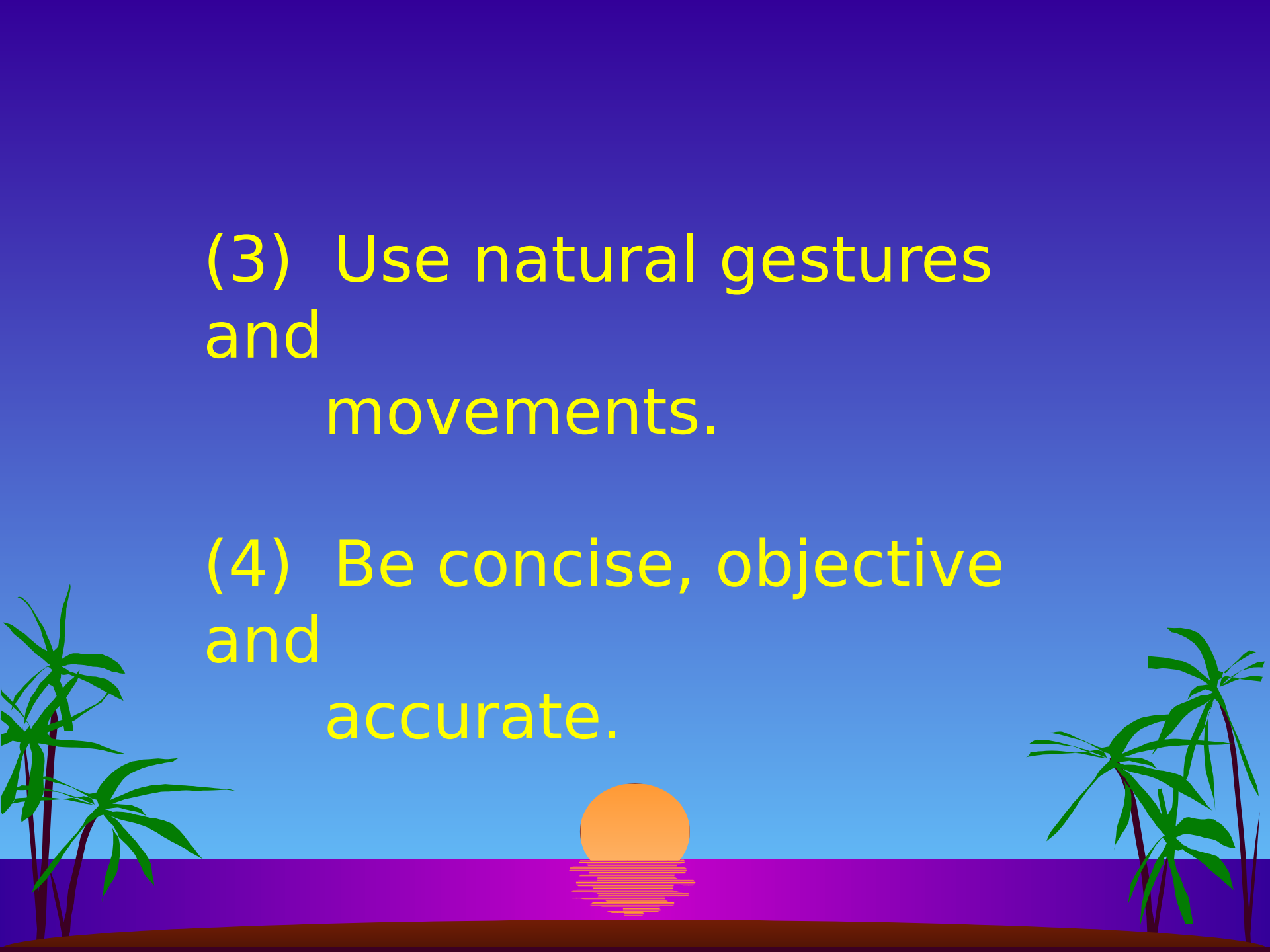
(1) Memorize basic outline of briefing.

(2) Maintain a relaxed but military bearing.



(3) Use natural gestures and
movements.

(4) Be concise, objective and
accurate.



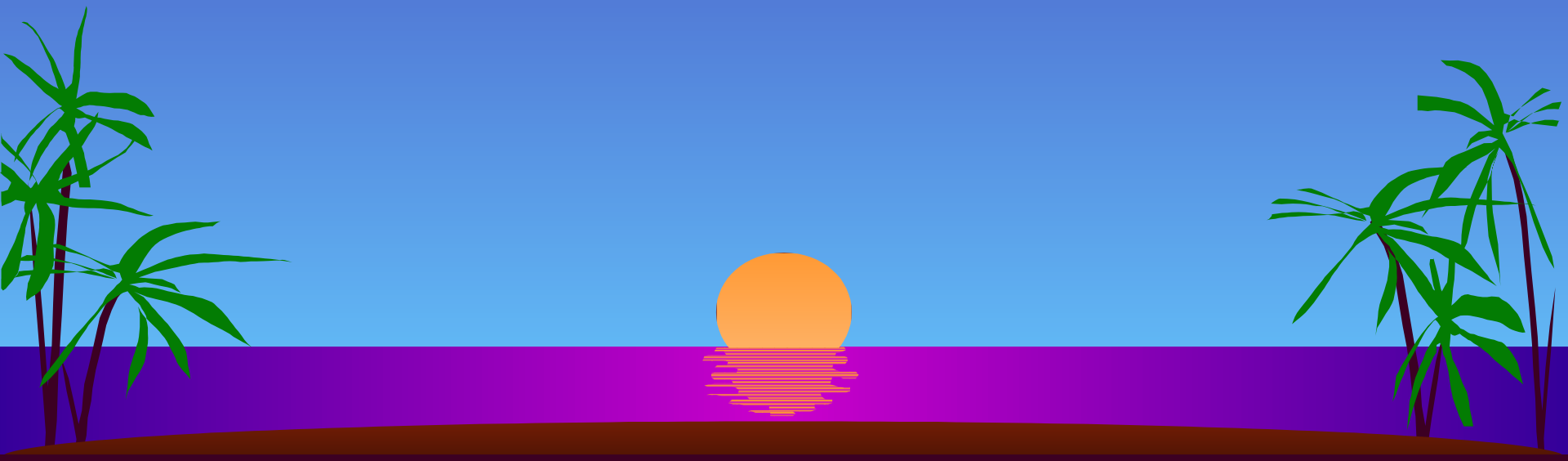
g. Don’t.

(1) Read the briefing.

(a) Not interactive.

(b) Need to be able to look at his/her face.

(2) Discuss problems not previously discussed with your chain of command



NOTE: A confident, relaxed, forceful delivery, clearly enunciated and obviously based on a full knowledge of the subject, helps convince the audience.

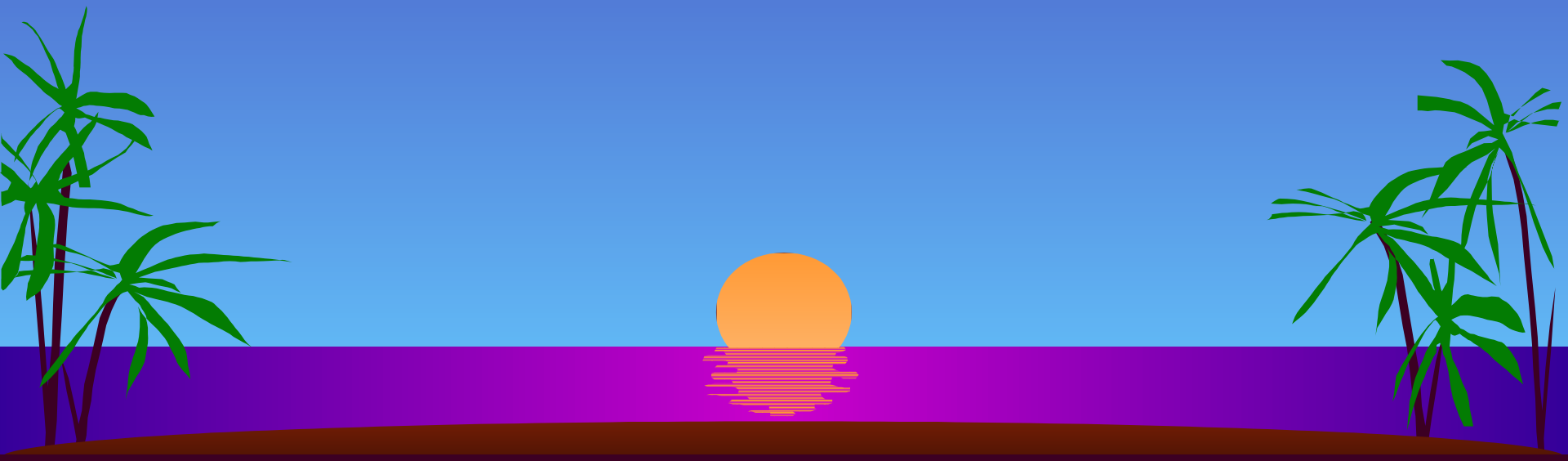
h. Conclusion.

(1) Ask for questions.

(2) If asked how s/he can help,
be prepared but be careful.

(3) Don’t have a hidden agenda.

QUESTIONS?



Review of Main Points.

a. Analyze the situation.

b. Constructing the dental clinic briefing.

c. Delivering the dental clinic briefing.

d. Present the briefing.